

# DOCUMENT RESUME

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\*Teacher Developed Materials

## ABSTRACT

Over 6,000 educators in the Merrimack Valley responded to a questionnaire conducted in the fall of 1972 that one of their prime needs for information is in the area of curriculum materials. The Massachusetts Association for Supervision and Curriculum Development, in association with Merrimack Education Center, has recently prepared a response to this need by means of a microform dissemination system modeled after the ERIC system. Throughout the educational community, improved curricula are being designed and developed. In order to utilize the invaluable information that is being generated by this curriculum development activity, a pilot committee was formed in the spring of 1973 to develop an exchange of curricula among local school systems. A literature search of information centers revealed that the resulting exchange project is unique in providing educators with teacher-prepared materials developed locally. The major portion of this document is the index, by subject, title, school system and accession number, of available documents. Annotations are given with the subject index. Also included are samples of publicity and organizational materials.. (Author/DH)

ED 078881

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
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ABSTRACT

Title Local Curriculum Exchange Project

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Date August, 1973

Abstract Describes how a local curriculum exchange has been developed in cooperation with the Massachusetts Association for Supervision and Curriculum Development. Details procedures for implementing the microform dissemination system. A literature search of information centers reveals that this exchange is unique in providing educators with teacher-prepared materials developed locally.

LI 004 416

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## LOCAL CURRICULUM EXCHANGE PROJECT

Over 6,000 educators in the Merrimack Valley responded to a questionnaire conducted in the fall of 1972 that one of their prime needs for information is in the area of curriculum materials [see appendix A]. The Massachusetts Association for Supervision and Curriculum Development, in association with Merrimack Education Center, has recently prepared a response to this need by means of a microform dissemination system modeled after the ERIC system.

Throughout the educational community, improved curricula are being designed and developed. In order to utilize the invaluable information that is being generated by this curriculum development activity, a pilot committee was formed in the spring of 1973 to develop an exchange of curricula among local school systems.

Although efforts are underway to collect these curricula and educational research materials at the national level (ERIC Clearinghouses) and on a lesser scale (ASCD and state curriculum files) it was felt that a local exchange would facilitate input and utilization of the data bank. By means of a local exchange, the time for acceptance of materials into the data bank and its preparation for

retrieval are greatly reduced. Another advantage is that a school system can receive direct exchange benefits in the form of curriculum type information by contributing material to the bank. From the literature search conducted [see appendix F], it was found that information systems at the state and local levels are lacking <sup>1</sup> and that there is a definite need for local comprehensive services. <sup>2</sup>

The system was begun on a modest level and is gradually expanding its bank of information. Fifty documents were initially submitted to the exchange, indexed and microformed [see appendix B]. These materials are now available on microfiche from the Merrimack Education Center. Plans to add an additional twenty curricula during the summer are now underway.

#### STEPS IN PREPARING CURRICULA FOR DISSEMINATION

1. Send out mailings announcing the exchange and letters inviting educators to submit their locally developed materials to the exchange[see appendix C].
2. Scan and review curricula as they are submitted. Each document should be in camera-ready form, i.e. black print preferably on white. An abstract should be included [see appendix D].
3. Assign an accession number to the document and log it on a master sheet along with its title, school system, and other pertinent information[see appendix E].

4. Type the assigned number onto the abstract of the curriculum and make up a title strip card (title, number and school system/author) which will become the heading on the microfiche card.

5. On an index card, type the number, title, school system/author, grade level and a brief description of the document. This index card should then be filed under the appropriate subject heading/descriptor.

6. The document is now ready to be microformed and in a matter of days is available for dissemination on microfiche.

7. Indexes are published semi-annually by subject, title, school system and number (for in-house use). The file card catalogue mentioned above is already in order for the subject index and these cards may be rearranged for the preparation of the other indexes.

8. Separate files of the original hard-copy curricula and their corresponding microfiche should be labeled and arranged numerically to facilitate retrieval.

9. Orders are taken by phone or mail and are recorded on file cards according to school system requesting the document. These orders should be reviewed periodically for feedback on high-interest areas.

APPENDIX A

Third Annual Needs Assessment  
1972-73

Information Section

## II Information Section

To what extent are you  
familiar with these  
MEC products  
and/or services?

To what extent do you  
need ADDITIONAL ASSIST-  
ANCE in obtaining these  
products and/or services?

### PRODUCTS AND SERVICES

1 2 3 4 5 6

Field agent visits

1 2 3 4 5 6

1 2 3 4 5 6

Microfiche viewers

1 2 3 4 5 6

1 2 3 4 5 6

Documents on microfiche

1 2 3 4 5 6

1 2 3 4 5 6

Documents in hard-copy

1 2 3 4 5 6

1 2 3 4 5 6

Computer-generated searches

1 2 3 4 5 6

1 2 3 4 5 6

Bibliographies

1 2 3 4 5 6

1 2 3 4 5 6

RESEARCH IN EDUCATION  
catalogues

1 2 3 4 5 6

1 2 3 4 5 6

Targeted Information Profile

1 2 3 4 5 6

1 2 3 4 5 6

Curriculum Guides

1 2 3 4 5 6

1 2 3 4 5 6

Successful Practices

1 2 3 4 5 6

1 2 3 4 5 6

ERIC Clearinghouse Products

1 2 3 4 5 6

APPENDIX B

Index to Curriculum Documents  
Available  
on  
Microfiche





**EXCHANGE  
OF  
CURRICULUM MATERIALS**

**INDEX TO CURRICULUM DOCUMENTS  
AVAILABLE ON MICROFICHE**

**SPRING, 1973**

**MASSACHUSETTS ASSOCIATION  
FOR  
SUPERVISION AND CURRICULUM  
DEVELOPMENT**

*in  
cooperation  
with*

**MERRINACK EDUCATION CENTER**

**INDEX**  
**to**  
**CURRICULUM DOCUMENTS**  
**AVAILABLE ON MICROFICHE**  
***By Subject, Title, School System, and Accession Number***

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*(Grade levels of documents are cited in the annotations)*

## **SUBJECT INDEX**

### **ADMINISTRATION**

**EVALUATION OF MERRIMACK EDUCATION CENTER'S PROJECT LEAGUE**  
Indiana University/Center for Administrative  
Studies

**MEC 000 007**

Evaluation of Title III Project on Individually  
Guided Education in the Multiunit School; an  
approach to elementary schooling that provides  
a framework and process for individualizing  
instruction.

**INTRODUCTION OF THE IGE/MUS MODEL IN SELECTED ELEMENTARY  
SCHOOLS AND THE EFFECTS ON ORGANIZATIONAL OUTPUT**  
Merrimack Education Center

**MEC 000 049**

Study to measure the effects of IGE/MUS on the  
results or outputs in terms of openness of the  
school program; control group of instructional  
staff and students from non-IGE schools was  
used.

**LOCAL RESOURCE GUIDE TO THE OPEN CONCEPT HIGH SCHOOL**  
Prepared for Merrimack Education Center  
by Karla Baehr

**MEC 000 034**

Practical resource guide to open concept  
education at secondary level; includes  
bibliographies of book titles and ERIC documents  
and a guide to resource people.

**NEEDS ASSESSMENT: A FIRST STEP**  
Merrimack Education Center

**MEC 000 045**

Focus on needs assessment as a procedure  
intimately connected with planning processes  
and systems renewal; description of needs  
assessment process and steps used in designing  
a computer search through ERIC are included  
along with a listing of documents obtained  
from the search.

**OPEN CAMPUS PLAN**  
Swampscott Public Schools

**MEC 000 016**

Mini-course and seminar component of programs  
encourage teachers, students and adults in  
the community to offer to teach courses  
determined by mutual interest of each group;  
describes behavioral objectives and evaluation  
techniques for such a program; senior high level.

## ADMINISTRATION (cont.)

### **PRACTICES FOR REPORTING PUPIL PROGRESS** Merrimack Education Center

MEC 000 048

Review of existing practices in schools implementing IGE; sample report cards included.

### **REPORTING PUPIL GROWTH** Framingham Public Schools

MEC 000 013

Conference and progress report form developed for the purpose of discussing with the parent the teacher's assessment of the student's growth and progress.

### **SEMINAR ON BOARDSMANSHIP** Merrimack Education Center

MEC 000 001

Designed to acquaint school board members with the best current theory and practice concerning the role and operation of boards of education.

### **A SYSTEMS APPROACH TO THE DEVELOPMENT OF PUPIL PERSONNEL SERVICES** Bedford Public Schools

MEC 000 038

An operating manual introducing a systems approach to special services; includes description of a model for maximum utilization of special services in the form of the Learning Resource Center Concept.

## COLLEGES

### **THE PEOPLES COLLEGES - THE STATE COLLEGES OF MASSACHUSETTS**

Massachusetts Advisory Council on Education

MEC 000 003

Study of the eleven Massachusetts State Colleges conducted in Spring, 1970; report prepared for the Massachusetts Advisory Council on Education.

## ENGLISH/LANGUAGE ARTS

### **CREATIVE WRITING** Beverly Public Schools

MEC 000 023

Half-year elective course to improve observation ability, vividness and precision of expression, writing sequence and characterization; grades 10-12.

## ENGLISH/LANGUAGE ARTS (cont.)

### **GIVE ME AN IDEA - A LANGUAGE HANDBOOK FOR TEACHERS**

Lynnfield Public Schools

Volume I/Grades 1-3

MEC 000 020

Volume II/Grades 4-6

MEC 000 021

Designed to encourage creativity; a sourcebook for teachers which provides opportunities for children to appreciate poetry, do elaborative thinking through brainstorming to understand generic and specific words, sentence patterns, sentence expression, sentence order and to ultimately transfer these skills to their own creative writing.

### **HIGH SCHOOL ENGLISH CURRICULUM**

Franklin Public Schools

MEC 000 043

Lists objectives for ninth grade students in college and business sections and one for those in technical sections; grade ten consists of two semesters: "Communication and Critical Thinking" and "The Tragic Drama"; suggested reading for both grades provided; an extensive electives program is given for juniors and seniors.

### **LANGUAGE ARTS CURRICULUM GUIDE**

North Andover Public Schools

MEC 000 036

Based on the American Book Co. series, Our Language Today 1971, and correlated with the basal reading program J.B. Lippincott; grades 1-6.

### **POTPOURRI: A KALEIDOSCOPE OF CLASSROOM ACTIVITIES**

Framingham Public Schools

MEC 000 012

Over 200 ideas to initiate interest in creative writing; encompasses areas of listening, speaking, writing, grammar, vocabulary development, creative dramatics and social studies; grades K-6.

### **READING**

Franklin Public Schools

MEC 000 044

Lists reading skills to be learned and reading materials for each grade level; sample reading progress report forms included; also contains ideas for creative book reports.

## ENGLISH/LANGUAGE ARTS (cont.)

### **WORKING DRAFT: SKILL CHECK LISTS FOR ELEMENTARY SCHOOL MATHEMATICS AND LANGUAGE ARTS Merrimack Education Center**

MEC 000 004

List of skills for possible checklists in math and language arts compiled by a committee of teachers from the IGE schools in the Merrimack Valley.

## FOREIGN LANGUAGE

### **FRENCH: FOR THE SEVENTIES Worcester Public Schools**

MEC 000 025

French mini-courses made up of 10 week units; units are French for the Traveler, French Voices of the Black World, the Culture of French Canada, Current Events; designed for fourth year French students.

## HEALTH, SEX AND FAMILY LIFE/ PHYSICAL EDUCATION

### **CURRICULUM GUIDE - HEALTH AND SAFETY Worcester Public Schools**

MEC 000 026

Covers 5 basic areas: Growth and Development, Nutrition, Health Living, Health Resources and First Aid and Safety; grades K-3

Grades 4-6

MEC 000 027

### **EDUCATION FOR LIVING Swampscott Public Schools**

MEC 000 017

Designed to provide atmosphere in which students may develop the ability to make sound and responsible decisions based upon their personal code of ethics; learning kits are integrated into regular curriculum at elementary level; are issue-oriented and have seminar format in high schools; five units of study include decision-making, drugs, responsibility, self-concept and sexuality; grades K-12

### **HEALTH EDUCATION - GRADE 1 Franklin Public Schools**

MEC 000 042

Fifteen units of health education covering a thirty week period; taught by the staff of school nurses with the assistance of the classroom teacher.

HEALTH, SEX AND FAMILY LIFE (cont.)

**HEALTH EDUCATION - GRADES K-8 - CURRICULUM AND  
RESOURCE GUIDE**

North Andover Public Schools

MEC 000 035

Instructional areas detailed in the guide are:  
personal health, nutrition and growth, safety and  
first aid, mental and emotional health, community  
health, sociological health programs, alcohol,  
drugs and narcotics, smoking.

**IMPROVING ELEMENTARY SCHOOL SAFETY: SAFETY EDUCATION  
CURRICULUM GUIDELINES K-3 and 4-5**

Framingham Public Schools

MEC 000 015

Aims to teach safety in interesting and  
creative ways involving all subject matter  
areas; covers traffic safety, school safety,  
home safety, fire safety and outdoor safety.

**PRIMARY HEALTH CURRICULUM**

Beverly Public Schools

MEC 000 024

Guide for all health related activities in any  
aspect of the regular school curriculum; activities  
fall under the following four major categories:  
physical health, mental and social health, consumer  
and environmental health and safe living;  
grades 1-3.

**INTERDISCIPLINARY STUDIES**

**ELECTIVE HUMANITIES COURSE, "THE IDEA OF MAN"**

Beverly Public Schools

MEC 000 022

One year elective course with an interdisciplinary  
approach; four themes relating to man's humaneness:  
Man and Society, Man, the Believer, Man's Search  
for Identity, Man and the Future; grades 11-12.

**A SURVEY AND CORRELATION OF JUNIOR HIGH SCHOOL SCIENCE  
AND MATH FOR INTERDISCIPLINARY LEARNING**

Needham Public Schools

MEC 000 030

Practical guide and catalogue of materials;  
direct result of expressed need by science  
staff for articulation, correlation and  
coordination with the math department; junior high/  
middle school level.

## INTERDISCIPLINARY STUDIES (cont.)

BUT I THOUGHT THIS WAS SUPPOSED TO BE MATH!  
Needham Public Schools

MEC 000 029

Interdisciplinary technique for an eighth grade teaching and learning team representing four subject areas: English, math, science and social studies.

## KINDERGARTEN/PRESCHOOL

THE KINDERGARTEN CLINIC  
Merrimack Education Center

MEC 000 002

Suggestions for a kindergarten lab to identify physical, social, emotional and mental development factors that may tend to block or impede school progress.

KINDERGARTEN CURRICULUM GUIDE  
Alexandria City Public Schools

MEC 000 047

Guidebook to serve as a reference in development programs within the preschool classroom; curriculum areas include art, health, math, language arts, music, physical education, safety, science and social studies; lists of activities provided.

KINDERGARTEN PROGRAM  
Andover Public Schools

MEC 000 006

Program for teachers describing various philosophies and approaches to teaching the four and five year old; contains list of equipment for implementation; suggestions for subject matter content and scheduling.

## MATHEMATICS

INTRODUCTORY BASIC COMPUTER PROGRAMMING  
Andover Public Schools

MEC 000 028

For use on computer terminals connected to SETS (Systems for Educational Time Sharing); learning of computer language at elementary and more advanced level; junior/senior high levels.

MATHEMATICS CURRICULUM GUIDE AND GAMES AND ACTIVITIES BOOK  
Framingham Public Schools

MEC 000 014

Guide consists of performance objectives in 8 areas: sets-numbers-numerals, numeration, operation and properties, math sentences, measurement, geometry, functions and graphs, probability and statistics; Games and Activities Book provides interesting drill and strategies activities; grades K-8.



## MATHEMATICS (cont.)

### **MATHEMATICS PROGRAM LEARNING OBJECTIVES**

Hamilton Public Schools

MEC 000 041

"New Math" curriculum guides listing learning objectives in behavioral terms for mathematics at each grade level; grades 1-8.

### **A SURVEY AND CORRELATION OF JUNIOR HIGH SCHOOL SCIENCE AND MATH FOR INTERDISCIPLINARY LEARNING**

Needham Public Schools

MEC 000 030

Practical guide and catalogue of materials; direct result of expressed need by science staff for articulation, correlation and coordination with the math department; junior high/ middle school level.

### **WORKING DRAFT: SKILL CHECK LISTS FOR ELEMENTARY SCHOOL MATHEMATICS AND LANGUAGE ARTS**

Merrimack Education Center

MEC 000 004

List of skills for possible checklists in math and language arts compiled by a committee of teachers from the IGE schools in the Merrimack Valley.

## SCIENCE

### **BASIC FOR PHYSICAL SCIENCE**

Framingham Public Schools

MEC 000 011

Manual providing introduction to computer programming by means of BASIC, a simple language consisting of few rules of grammar and a vocabulary of fewer than 20 words; senior high level.

### **ECOLOGY CURRICULUM FOR THE ELEMENTARY GRADES**

Bedford Public Schools

MEC 000 037

Activity-centered dealing with the land, water, air, ecology games and interrelationships with other subject areas; K-6.

### **ELEMENTARY SCHOOL OUTDOOR EDUCATION PROGRAM**

Lynnfield Public Schools

MEC 000 019

Five day camp program at Otter Lake Conservation School, Greenfield, N.H.; designed to provide a limitless study situation as a rich supplement to a school's natural and social science programs;

## SCIENCE(cont.)

major areas of study are science, geography, geology, natural history and conservation; grades 5 and 6.

### **ELEMENTARY SCIENCE CURRICULUM GUIDE Needham Public Schools**

Grades 3&4 MEC 000 031

Grades 5&6 MEC 000 032

Compilation of science concepts and activities drawn from numerous NSF projects and other commercially available materials; intended use of guide to offer the teacher a wide range of experiences and activities in life, physical and space sciences and ecology.

### **A SURVEY AND CORRELATION OF JUNIOR HIGH SCHOOL SCIENCE AND MATH FOR INTERDISCIPLINARY LEARNING Needham Public Schools**

MEC 000 030

Practical guide and catalogue of materials; direct result of expressed need by science staff for articulation, correlation and coordination with the math department; junior high/middle school level.

## SOCIAL STUDIES

### **THE COMMUNITY OF HAMILTON: A STUDY (Grade 4) Hamilton Public Schools**

MEC 000 039

Can serve as a model for the study of local communities; covers map skills, interviewing and surveying techniques, sociological analyses, field trips, newspapers and town reports and local publications.

### **CORE CURRICULUM FOR NINTH GRADE SOCIAL STUDIES Framingham Public Schools**

MEC 000 009

Emphasis on cultural, social, and interdisciplinary aspects; units include "Nature of Man", "Man and Politics", "Nature of Non-western Man" and "Contemporary Man".

### **LIFE IN COLONIAL TIMES Lynnfield Public Schools**

MEC 000 018

Colonial Module designed to give children an actual feeling of life during colonial times; themes are shelter, food and clothing and emphasis is placed on people and how they lived in Colonial New England; elementary level.

## SOCIAL STUDIES (cont.)

### **SOCIAL STUDIES, GRADES 7 AND 8**

Hamilton-Wenham Public Schools

MEC 000 040

Grade 7 deals with the discipline of geography as applied to the study of developing nations; grade 8 treats American history using an inquiry approach.

### **SOCIAL STUDIES - MIDDLE SCHOOL**

Framingham Public Schools

MEC 000 010

Emphasis on cultural, regional, geographical approach; introductory unit on basic skills in geography; includes sample units from each area of study - Asia, The Middle East and Africa.

## SPECIAL EDUCATION

### **CURRICULUM FOR SPEECH AND HEARING THERAPY**

Andover Public Schools

MEC 000 008

Ear training, auditory stimulation, progressive approximation, phonetic placement, speechreading (analytic and synthetic) teaching methods used; includes definitions, diagnostic procedures; therapy outlines and materials and equipment used; grades K-12.

### **LEARNING DISABILITIES: A HANDBOOK FOR TEACHERS**

Jefferson County Schools/Louisville, Ky.

MEC 000 046

Describes various learning problems involving sensory modalities; activities and exercises included.

### **SUMMER REGIONAL PROGRAM FOR CHILDREN WITH LEARNING DISABILITIES**

Merrimack Education Center

MEC 000 005

Compilation of approximately 200 activities for use by classroom teachers in programming instruction for the "perceptually-handicapped" child.

### **TRAINING PROGRAM FOR INSTRUCTIONAL ASSISTANTS:**

#### **A GUIDEBOOK FOR TEACHERS**

Merrimack Education Center (Title III - ESEA)

MEC 000 033

Guidebook serves as a practical publication and comprehensive resource aid in highlighting specific implications for trainers of instructional assistants.

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But I Thought This Was Supposed to be Math:	Needham Public Schools	MEC 000 029
Community of Hamilton: A Study (Grade 4)	Hamilton Public Schools	MEC 000 039
Creative Writing	Beverly Public Schools	MEC 000 023
Core Curriculum for Ninth Grade Social Studies	Framingham Public Schools	MEC 000 009
Curriculum for Speech and Hearing Therapy	Andover Public Schools	MEC 000 008
Curriculum Guide - Health and Safety/Grades K-3	Worcester Public Schools	MEC 000 026
Curriculum Guide - Health and Safety/Grades 4-6	Worcester Public Schools	MEC 000 027
Ecology Curriculum for the Elementary Grades	Bedford Public Schools	MEC 000 037
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Introductory Basic Computer Programming	Andover Public Schools	MEC 000 028
Kindergarten Clinic	Merrimack Education Center	MEC 000 002
Kindergarten Curriculum Guide	Alexandria City Public Schools	MEC 000 047
Kindergarten Program	Andover Public Schools	MEC 000 006
Language Arts Curriculum Guide	North Andover Public Schools	MEC 000 036
Learning Disabilities; A Handbook for Tutors	Jefferson County Schools/ Louisville, Kentucky	MEC 000 046

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Local Resource Guide to the Open Concept High School	Merrimack Education Center	MEC 000 034
Mathematics Curriculum Guide and Games and Activities Book	Framingham Public Schools	MEC 000 014
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Open Campus Plan	Swampscott Public Schools	MEC 000 016
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Potpourri: A Kaleidoscope of Classroom Activities	Framingham Public Schools	MEC 000 012
Practices for Reporting Pupil Progress	Merrimack Education Center	MEC 000 048
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Seminar on Boardmanship	Merrimack Education Center	MEC 000 001
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Social Studies - Middle School	Framingham Public Schools	MEC 000 010
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Systems Approach to the Development of Pupil Personnel Services	Bedford Public Schools	MEC 000 038
Training Program for Instructional Assistants: A Guidebook for Teachers	Merrimack Education Center	MEC 000 033

## INDEX

OF

## SYSTEMS SUBMITTING DOCUMENTS

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	Introductory Basic Computer Programming	MEC 000 028
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	Improving Elementary School Safety	MEC 000 015
	Mathematics Curriculum Guide and Games and Activities Book	MEC 000 014
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Franklin Public Schools	Social Studies - Middle School	MEC 000 010
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Jefferson County Schools Louisville, Kentucky	Learning Disabilities: A Handbook for Tutors	MEC 000 046



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Massachusetts Advisory Council on Education Merrimack Education Center	Volume II - Grades 4-6	MEC 000 021
	Life in Colonial Times	MEC 000 018
	The Peoples's Colleges - The State Colleges of Massachusetts	MEC 000 003
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	Working Draft: Skill Check Lists for Elementary School Math and Language Arts	MEC 000 004
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	Language Arts Curriculum Guide	MEC 000 017
Swampscott Public Schools	Education for Living	MEC 000 016
Worcester Public Schools	Open Campus Plan	MEC 000 026
	Curriculum Guide - Health and Safety/Grades K-3	MEC 000 027
	Grades 4-6	MEC 000 025
	French for the Seventies	

# NUMERICAL INDEX

MEC #	TITLE	CONTRIBUTOR
MEC 000 001	Seminar on Boardmanship.	Merrimack Education Center
MEC 000 002	The Kindergarten Clinic	Merrimack Education Center
MEC 000 003	The People's Colleges/The State Colleges of Mass.	Mass. Adv. Council on Ed.
MEC 000 004	Project League Skill Check Lists	Merrimack Education Center
MEC 000 005	Summer Regional Program for Children with Learning Disabilities	Merrimack Education Center
MEC 000 006	Andover Kindergarten Program	Andover Public Schools
MEC 000 007	Evaluation of Merrimack Education Center's Project League	Indiana University/Center for Administrative Studies
MEC 000 008	Curriculum for Speech and Hearing Therapy	Andover Public Schools
MEC 000 009	Core Curriculum for Ninth Grade Social Studies	Framingham Public Schools
MEC 000 010	Social Studies - Middle School	Framingham Public Schools
MEC 000 011	BASIC for Physical Science	Framingham Public Schools
MEC 000 012	Potpourri: A Kaleidoscope of Classroom Activities	Framingham Public Schools
MEC 000 013	Reporting Pupil Growth	Framingham Public Schools
MEC 000 014	Mathematics Curriculum Guide and Games and Activities Book	Framingham Public Schools
MEC 000 015	Improving Elementary School Safety: Safety Education Curriculum Guides K-3 and 4-5	Framingham Public Schools
MEC 000 016	Open Campus Plan	Swampscott Public Schools
MEC 000 017	Education for Living	Swampscott Public Schools
MEC 000 018	Life in Colonial Times	Lynnfield Public Schools
MEC 000 019	Elementary School Outdoor Education Program	Lynnfield Public Schools
MEC 000 020	GIVE ME AN IDEA - A Language Handbook for Teachers/ Volume I - Grades 1-3	Lynnfield Public Schools
MEC 000 021	GIVE ME AN IDEA - A Language Handbook for Teachers/Volume II Grades 4-6	Lynnfield Public Schools
MEC 000 022	Elective Humanities Course, "The Idea of Man"	Beverly Public Schools
MEC 000 023	Creative Writing	Beverly Public Schools
MEC 000 024	Primary Health Curriculum	Beverly Public Schools
MEC 000 025	"French for the Seventies"	Worcester Public Schools
MEC 000 026	Curriculum Guide - Health and Safety/ Grades K-3	Worcester Public Schools
MEC 000 027	Curriculum Guide - Health and Safety/ Grades 4-6	Worcester Public Schools



# NUMERICAL INDEX (CONT.)

NEC #	TITLE	CONTRIBUTOR
MEC 000 028	Introductory Basic Computer Programming	Andover Public Schools
MEC 000 029	"But I Thought This Was Supposed to be Math!"	Needham Public Schools
MEC 000 030	A Survey and Correlation of Junior High School Science and Mathematics for Interdisciplinary	Needham Public Schools
MEC 000 031	Elementary Science Curriculum Guide/ Grades 3 and 4	Needham Public Schools
MEC 000 032	Elementary Science Curriculum Guide/ Grades 5 and 6	Needham Public Schools
MEC 000 033	Training Program for Instructional Assistants: A Guidebook for Teachers	Merrimack Education Center
MEC 000 034	A Local Resource Guide to the Open Concept High School	Merrimack Education Center
MEC 000 035	Health Education - Grades K-8 - Curriculum and Resource Guide	North Andover Public Schools
MEC 000 036	Language Arts Curriculum Guide	North Andover Public Schools
MEC 000 037	Ecology Curriculum for the Elementary Grades	Bedford Public Schools
MEC 000 038	A Systems Approach to the Development of Pupil Personnel Services	Bedford Public Schools
MEC 000 039	The Community of Hamilton: A Study (Grade 4)	Hamilton Public Schools
MEC 000 040	Social Studies, Grades 7 and 8	Hamilton-Menham Public Schools
MEC 000 041	Mathematics Program Learning Objectives Grades K-8	Hamilton Public Schools
MEC 000 042	Health Education - Grade 1	Franklin Public Schools
MEC 000 043	High School English Curriculum	Franklin Public Schools
MEC 000 044	Reading	Franklin Public Schools
MEC 000 045	Needs Assessment: A First Step	Merrimack Education Center
MEC 000 046	Learning Disabilities: A Handbook for Tutors	Jefferson County Schools/ Louisville, Kentucky
MEC 000 047	Kindergarten Curriculum Guide	Alexandria City Public Schools
MEC 000 048	Practices for Reporting Pupil Progress	Merrimack Education Center
MEC 000 049	Introduction of the IGE/NUS Model in Selected Elementary Schools and the Effects on Organizational Output	Merrimack Education Center

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**\*\* Co-Chairmen**

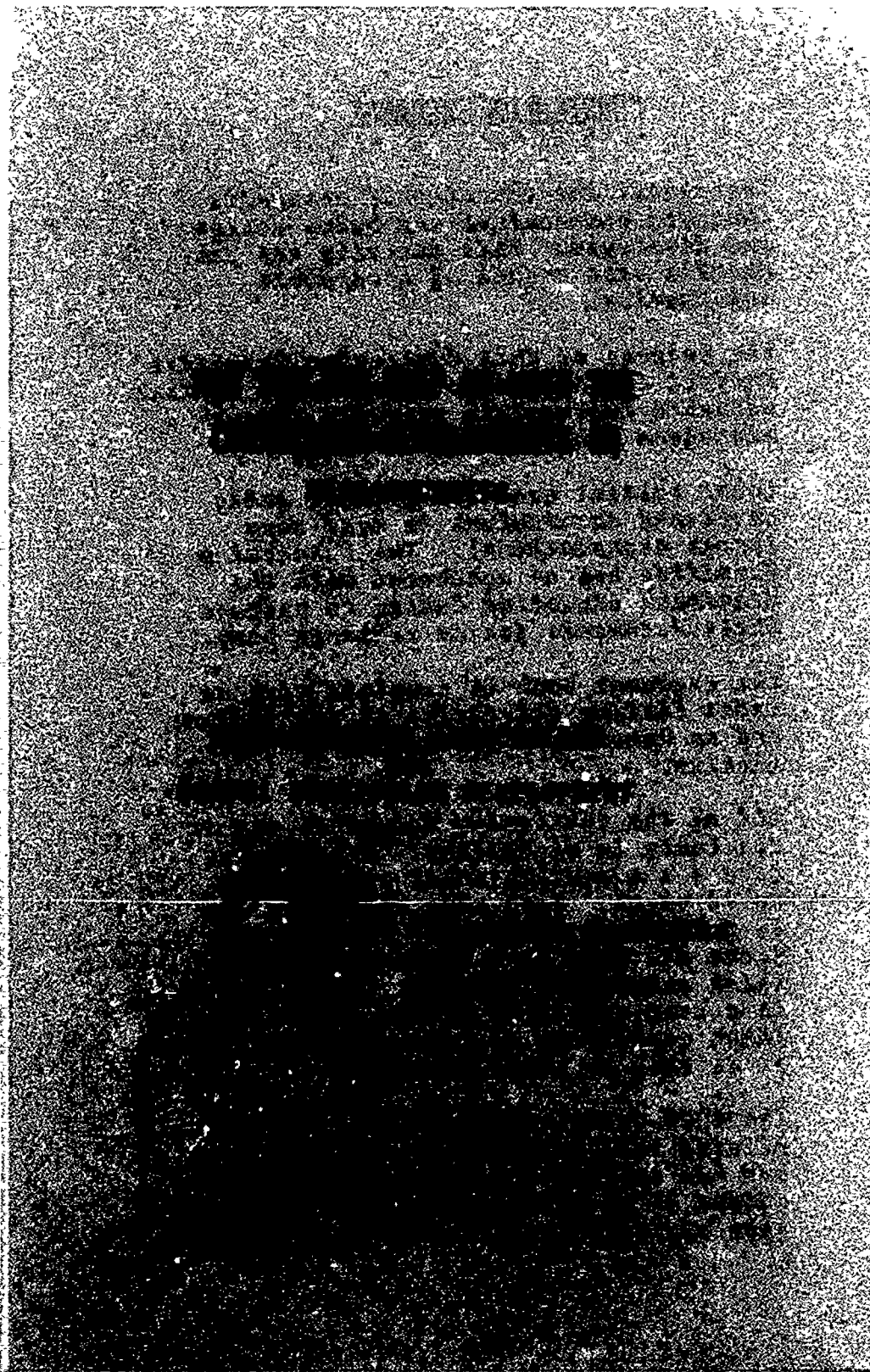




APPENDIX C

Curriculum Exchange  
Announcement/Invitational Letter







## CURRICULUM EXCHANGE

Throughout the educational community, important materials are being developed and exchanged. This material is being shared in the form of available information.

The purpose of this Curriculum Committee Project is to develop an exchange of this valuable information through a microfilm distribution system.

Local systems throughout the state have developed materials in their own unique environments. The Curriculum Committee has an agreement with the Massachusetts Department of Education to develop such materials for an exchange fund.

The exchange fund is composed of an index of materials and a microfilm system of materials available for exchange.

All of the materials are available for exchange.

The materials are available for exchange.

The materials are available for exchange.

The materials are available for exchange.

The materials are available for exchange.

## DO PEOPLE KNOW ABOUT YOUR CURRICULUM MATERIALS?

Any school system can submit developed curriculum materials to be included in the exchange. You can receive back one of your choice for each material submitted.

## HOW CAN YOU LET THEM KNOW?

If you have curriculum materials you wish to enter in the exchange, then directly to:

Harrison Education  
Exchange of Curriculum Materials  
181 Mill Road  
Chelmsford, Ma.

or, contact any one of the Curriculum Committee. Listed on the back of this document. You should enclose an abstract of curriculum materials description.

## HOW DO I REQUEST MATERIALS FROM THE INDEX?

Request an index from the Committee or call MEC (The Education Center) at

(617) 256-3985

You can then order any materials from the index in microfilm (\$1.00 per title)



## CURRICULUM EXCHANGE

national community,  
we are being informed  
of activities in the  
field of curriculum

A Curriculum Committee  
has been established by this  
exchange through a  
national exchange

which shall fully  
and in accordance  
with the Curriculum  
Committee will be  
in charge of the  
exchange of materials

is working with an  
exchange of materials  
exchange of materials

The Curriculum  
Committee will be  
in charge of the  
exchange of materials

The Curriculum  
Committee will be  
in charge of the  
exchange of materials

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## DO PEOPLE KNOW ABOUT YOUR CURRICULUM WORK?

Any school system can submit locally  
developed curriculum materials in  
exchange with other school systems.  
You can receive back one free curriculum  
of your choice for each that you submit.

## HOW CAN YOU LET THEM KNOW?

If you have curriculum materials that  
you wish to enter in the exchange, send  
them directly to:

National Education Center  
Bureau of Curriculum Materials  
131 Hill Road  
Chapel Hill, N.C. 27514

or, contact one of the members of  
the Curriculum Committee. (They are  
listed at the back of this booklet.)  
You should include an address with your  
submission of materials describing the  
materials.

## HOW DO I REQUEST MATERIALS?

Write to:

Curriculum Committee, from the Curriculum  
Committee, 131 Hill Road, Chapel Hill, N.C. 27514  
(704) 253-7722

or, contact one of the members of  
the Curriculum Committee. (They are  
listed at the back of this booklet.)  
You should include an address with your  
submission of materials describing the  
materials.



**Journal of  
the  
American  
Psychological  
Association**

# merrimack education center.

May 24, 1973

Dear Superintendent,

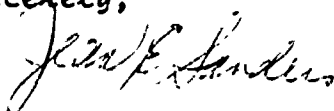
Over 6,000 educators recently responded to a questionnaire indicating that one of their prime needs for information was in the area of curriculum materials. In cooperation with the Massachusetts Association for School Curriculum Development, MEC has prepared a response to this need.

Enclosed you will find materials describing the MASCD Exchange of Curriculum Materials. As you can see from the Index, this exchange network is developing into a valuable resource bank of materials available to participants.

Your system can take advantage of this extensive resource development at this crucial time when summer curriculum studies are about to begin. The next step, after you have perused the index, is for persons at the local community level to select local curriculum materials to be submitted to the central bank. Each curriculum submitted should be accompanied with an abstract describing the materials. Upon entering your curriculum into the network exchange, you will receive a free microfiche curriculum guide of your choice, from the ASCD Index.

If we can be of assistance to you in your search for information on curricula materials, please do not hesitate to call.

Sincerely,

  
Jean E. Sanders  
Director  
Information Services

JES/kba

#### Staff

Richard J. Levin  
Executive Director  
Leslie C. Bernal  
Associate Director  
Jean E. Sanders  
Director  
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Peter Garofoli  
North Andover  
Robert S. Wells  
Reading  
John W. Wynn  
Tewksbury  
Lloyd Blanchard  
Westford



101 MILL ROAD  
CHELMSFORD, MASSACHUSETTS 01824  
(617) 256-3985 256-3986

**APPENDIX D**  
**Abstract Format**

Identification No. \_\_\_\_\_

**ABSTRACT FORMAT**

Title: \_\_\_\_\_

System Submitting Document: \_\_\_\_\_

Authors: \_\_\_\_\_

Date of Final  
Report or Publication: \_\_\_\_\_

Education Levels:	K/preschool	Elementary
	Primary	Middle School
	Junior High	Senior High
	K-12	K-8
	<u>Other</u>	

Teaching Methods:

Abstract: (description of the curriculum development  
in terms of objectives, content, evaluation  
and other details) 150 word maximum

**APPENDIX E**  
**Log-in Procedure**

# NUMERICAL INDEX

ACCESSION #	TITLE/SCHOOL SYSTEM/AUTHOR	DATE SENT TO BE MICROFORMED	DATE RETURNED	# OF FICHE CARDS	CONDITION OF COPIES
MEC 000 001					
MEC 000 002					
MEC 000 003					
MEC 000 004					
MEC 000 005					
MEC 000 006					
MEC 000 007					
MEC 000 008					
MEC 000 009					
MEC 000 010					
MEC 000 011					
MEC 000 012					
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MEC 000 014					
MEC 000 015					
MEC 000 016					
MEC 000 017					
MEC 000 018					
MEC 000 019					
MEC 000 020					

**APPENDIX F**  
**Search of the Relevant Literature**

## SEARCH OF THE RELEVANT LITERATURE

Two literature searches, using the on-line computer service of the LEASCO ERIC Facility and System Development Corp./Orbit II, and a manual search of the Research in Education indexes were performed using the following descriptors: information centers, information needs, instructional materials, clearinghouses, information networks, information systems, information services, information dissemination, curriculum, classroom materials, indexing and cataloguing. Only a very few studies were retrieved on developing curriculum files and no information was found on a simplified local curriculum file using microfiche as a means of dissemination as is described in this report.

Although the literature study revealed a lack of information agencies supplying teachers with curricula and/or instructional materials, certain organizations are attempting to meet this need. The Far West Lab for Educational Research and Development has developed an information unit of Early Childhood Education Programs.<sup>3</sup> This Unit contains a review of trends in early childhood education, a film-strip describing significant trends, abstracts of five programs in operation and detailed reports of seven other early childhood programs. Another product of the Far West



Lab is the ALERT Sourcebook which contains numerous descriptions of elementary curricula programs and projects.

The Special Education Instructional Materials Center (SEIMC) Network serves as a central depository of curriculum materials for handicapped children. These materials are largely commercially prepared and a major criticism of SEIMC in terms of meeting their stated objectives is that there has been relatively little dissemination of information on teacher-developed materials. <sup>4</sup>

The School Research Information Service (SRIS) of Phi Delta Kappa, International, collects reports dealing with educational research and innovative practices in elementary and secondary education. <sup>5</sup> SRIS answers specific questions of educators by mail delivery of relevant reports in microfiche and hard-copy and a list of pertinent documents available through ERIC.

The Technical Applications Project is most relevant to our literature study on curriculum files. TAP is an instructional system clearinghouse developed to provide access to learning materials that are emerging across the country. <sup>6</sup> Information, purchasing, marketing, brokerage and consultant services are provided by the Clearinghouse.

### SUMMARY

The MASCD Curriculum Exchange is unique in that it consists primarily of teacher-made materials developed locally. Submission of a curriculum to the exchange effects direct benefits in the form of other locally developed materials. Finally, the microform system allows for low-cost dissemination and prompt delivery.

#### FOOTNOTES

<sup>1</sup>Joel H. Magisos, "Problems with Developing State Vocational Technical Education Information Dissemination Systems" (Center for Vocational and Technical Education. Columbus, Ohio: April, 1972), p.5 [ED 063 736]

<sup>2</sup>Lee G. Burchinal, "Articulation of Resources for Research Utilization", [ED 013 971]

<sup>3</sup>Stanley H. L. Chow & Linda A. Sikorski, "The Development of an Information Unit Reviewing Selected Well-Developed Models of Early Childhood Education Programs. Final Report." (Far West Lab for Educational Research & Development, Berkeley, California) [ED 045 223]

<sup>4</sup>Charles F. Williams & George H. Johnson, "A Pilot Evaluation of Instructional Material Centers. Final Report" (American Institutes for Research, Washington, D.C.: January, 1968) p. 4 [ED 025 889]

<sup>5</sup>Jesse L. Gates & James W. Altman, "Handbook of Information Sources in Education and the Behavioral Sciences" (May, 1968) [ED 020 447]

<sup>6</sup>Floyd Urbach, "The Technological Applications Project" (United States International University, Corvallis, Oregon: April, 1972) [ED 062 815]